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RECORDS AND SERVICES DIVISION
ANNUAL REPORT OF PROGRESS
AND
PROJECTED PROGRAM PLANS

I. MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS -
1 July 1959 - 30 June 1960

A. Central Processing Branch



2. A draft of a brochure to be distributed at Headquarters to overseas returnees has been written and is under review by the staff of the Director of Personnel.

3. A draft of an unclassified publication designed to assist employees with their personal affairs when preparing for overseas assignment has been forwarded to the Director of Personnel for approval.

B. Transactions and Records Branch

1. Following the trial period of open-shelf filing of Official Personnel Folders in Curie Hall Employee File Room, Management Staff agreed with the Office of Personnel that this system was not feasible for use in this area. It was further agreed that the open-shelf system should be reconsidered for use upon relocation to the new building.

2. Management Staff's detailed analysis of techniques and procedures utilized in the maintenance of Official Personnel Folders contained the recommendation to place the now integrated personnel folder and travel documents within two separate filing systems. Following this, a newly designed "out-folder" for the employee file will be used to combine the charge cards and out folder, thus providing a single point of reference.

3. In order to reduce storage space of terminated employees' folders, only the records pertaining to CIA employment will be retained in our Records Center. Records pertaining to other Government employment usually maintained, will be disseminated as appropriate to either the new employing Government establishment, or to Federal Records Center in St. Louis.

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4. Decision is pending on a recommendation to destroy applicant cards which, after review, are considered to be obsolete or of dubious value.

5. OPM 20-800-11 gave strength to the control of the release of Agency employment information to outside inquiries. Under the new procedure, only the Central Cover Division, the Office of Security, and the Office of the Director of Personnel may "block" or "reopen" verification of employment.

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6. We have prepared Handbook [REDACTED] Personnel Actions - which will serve as an Agency guide for the processing of requests and notifications of personnel action under the RCA 501 computer system soon to be installed. This Handbook is currently being reviewed by appropriate offices.

7. An alphabetical "Wheeldex" card file reflecting name and box number has been established to facilitate location of terminated employee files stored at CIA Records Center.

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8. The program of the procurement of official records of Federal employment of those [REDACTED] who had been extended excepted appointments was substantially completed.

C. Statistical Reporting Branch

1. This Branch has consistently reviewed the requirements levied on Machine Records Division in connection with the conversion of personnel accounting to the digital computer. Many of the original problems have been eliminated. Reports have been consolidated and expanded to serve a greater number of purposes and formats have been planned to provide additional desirable information on the Position Control Registers.

2. The monthly report of military details was revised to show dollar amounts due and appropriations chargeable. Office of the Comptroller reports a saving of forty man-hours per month in that Office, and payment to Department of Defense expedited by one month - both due to the revision.

3. Security difficulties were encountered when attempting to approve the use of a common serial number for employees regardless of status. This project has been suspended for the time being.

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D. Area Records Officer - Office of the Chief/RSD

1. This Officer completed the up-dating of the Records Control Schedule 40-60 for the Office of Personnel, extending coverage to CSPD, SA/D/Pers and other OP organizational elements established since the issuance of the previous Schedule in 1957.

2. A record of Office of Personnel cost estimates and charges on printed materials and procurements was maintained and estimates for Fiscal Year 1961 were projected more accurately through use of this record.

E. Special Projects

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1. Proposed Handbook [REDACTED] concerning new personnel action policies and procedures was completed in line with the forthcoming installation of the computer. Implementing the change-over to EDP, a design of revised Form 1150 (Personnel Action) has been completed and test sheets printed for experimental use, thus far proving quite successful from the "machines standpoint."

2. A Passport Record Envelope was designed and put into use which replaces the machine run formerly used as a record of official travel documentation. It is expected that a more accurate and up-to-date record can be provided, and time saved in accomplishing this end.

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3. With the cooperation of the American Automobile Association,

[REDACTED]
returning from an overseas assignment. The forty-three replies have been analyzed and are, for the most part, favorable. The State of New York responded adversely, however, and poses the greatest problem in that it is the State most heavily used as port of debarkation. This project has been suspended pending the needed evaluation of New York State's reply.

4. Working with Regulations Staff, we have drafted proposed procedures, regulation and modified Form 642 to provide a new "Personnel Emergency and Locator Record" system for the Agency.

II. PROGRAM PLANS FOR FISCAL YEAR 1961

A. Drafting has begun on an unclassified version of the booklet "Processing for Overseas Travel."

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- B. Upon issuance of the OPM concerning the "Establishment of a Sensitive Personnel Folder" and "Re-Arrangement of Material in the Official Personnel Folder" it will be necessary to initiate plans to implement this establishment and re-grouping of documents.
- C. Management Staff's recommendation as regards the separate maintenance of Personnel Folder and Travel Documents, and the central point of reference for charge out location, will be accomplished in the months to follow (Paragraph B-2, Section I.)
- D. If the recommendation concerning the destruction of certain applicant cards is approved, programs will be initiated to review all cards and select those to be eliminated from file.
- E. There are a number of difficulties to be worked out and procedures to be changed or established upon the installation of the RCA 501 computer system. Procedures will be developed to accommodate the changes in method as affects the processing of personnel actions. Current recurring statistical requirements must also be converted for use under the new system, and plans are being made to anticipate special requests by the addition of more information of a basic nature to the routine monthly requirements. The use of the computer will alter procedures for the coding of certain types of personnel actions heretofore handled in a special manner. Hand-posting of all personnel actions for strength count will be discontinued and we will depend upon the computer for weekly strength reports. These and other problems must be resolved in order to reap full benefit from the change-over to Automatic Data Processing.

There is attached hereto a copy of each Branch report within RSD, and accompanying statistics.

Signed


Chief, Records & Services Division

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Attachments

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Date: 13 July 1960

TO : Chief, Records and Services Division
FROM : Chief, Central Processing Branch
SUBJECT: Annual Report

PROGRESS AND ACCOMPLISHMENTS



2. A draft of a brochure to be passed out at Headquarters to overseas returnees has been written and is under review by the staff of the Director of Personnel.

3. A draft of an unclassified publication designed to assist employees with their personal affairs preparatory to overseas travel has been written and forwarded to the Director of Personnel.

4. The clerical work of the Branch was most noticeably affected by the usual turnover of personnel. The work load remained fairly constant throughout the year. The following statistics reflect the total volume of business of the Branch:

Reservations Made:
Foreign
Domestic

Travel Orders Received:
Foreign
Domestic

Interviews

Returnees Processed

Passport Action
New
Renewed or "seen" stamped

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PLANS

1. A draft of an unclassified version of the booklet "Processing for Overseas Travel" will be ready in August.

2. A draft of a brochure to be issued to field stations for use of returnees before they depart for Headquarters will be ready in September.

Chief, Central Processing Branch

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**Major Accomplishments and Significant Developments in the Transactions
and Records Branch During 1 July 1959 Through 30 June 1960**

1. Upon completion of the one year trial period of open-shelf filing equipment for the storage of Official Personnel Folders, this Branch prepared a final evaluation relative to the efficiency of the equipment. It was recommended that the use of open-shelving (for storing Official Personnel Folders) be discontinued, that the personnel folders filed on the shelving be relocated into five-drawer cabinets, and that the shelving equipment be turned in to the Office of Logistics. The Chief, Management Staff, however, felt that an additional evaluation of the efficiency of open-shelving should be made by a representative of his Staff. Based upon a detailed analysis by the Management Staff representative of the techniques and procedures utilized in the maintenance of Official Personnel Folders, the Management Staff agreed that the use of open-shelving in Curie Hall was not as feasible as the use of cabinets. Accordingly, the Management Staff recommended that the open-shelf equipment be discontinued for the storage of personnel folders as long as the Files Section is located in Curie Hall, but that consideration should be given to the use of shelf-filing upon relocation in the new building. Following this recommendation, the Branch removed all personnel folders which had been temporarily stored on shelving, re-filed them in cabinets, disposed of one-half of the shelf equipment, and retained the remaining half of the shelf equipment for another use.

2. As another result of the detailed analysis by Management Staff of techniques and procedures utilized in the maintenance of Official Personnel Folders, the Management Staff recommended certain changes which were unrelated to the use of shelf filing. One recommendation was that all documents pertaining to an employee's official travel be segregated from the personnel folder and physically maintained in a separate file. Further, it was recommended that, if the first recommendation was accepted, the existing "out-jackets" (used for housing both the Official Personnel Folder and the travel documents) be utilized for housing only the travel documents, and that the new travel documents file be maintained on that portion of the open-shelving which was retained. Simultaneously, a new type of charge-out folder would be installed for use with the Official Personnel Folder, whereby the charge-card would be attached to the out-folder and serve as a single-point of reference. All of these recommendations were accepted by the Office of Personnel. Actual installation of the revised systems, however, must await delivery of the new charge-out folders which have been requisitioned.

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3. In an effort to reduce the amount of storage space required for the maintenance of Official Personnel Folders of terminated employees, a procedure was developed and installed whereby that portion of a personnel folder covering service in agencies other than CIA would be separated from the CIA records and disposed of in accordance with appropriate instructions. If the employee separates from CIA for the purpose of accepting employment in another Federal organization, the portion of the personnel folder covering non-CIA service is forwarded directly to the new employer. If the employee separates from CIA for reasons other than employment in a Federal organization, the portion of the file covering non-CIA service is retained for a period of thirty calendar days and then forwarded to the Federal Records Center for retention. Under this concept, the personnel folders of terminated employees contain only those documents pertaining to CIA service.

4. A detailed analysis was made of the quality and age of information maintained in the applicant card file, in order to determine whether optimum efficiency was being obtained. The results of this study indicated that approximately 60% of the cards contained information which was either so limited or so ancient that the card was considered worthless. Accordingly, criteria were established for the selection of applicant cards considered to be obsolete or of dubious value, and a formal recommendation was made to the Director of Personnel that such applicant cards be destroyed. The decision on this recommendation is pending.

5. The control of information which might be given to an outside inquirer concerning the employment status of an Agency employee was strengthened by the issuance of GPM 20-800-11, "Verification of Agency Employment". In accordance with this publication, a personnel record can be "blocked" (i.e., ear-marked for denial of Agency employment in response to any external inquiry) by the Office of Personnel only upon request from one of three sources: Central Cover Division, Office of Security, or Office of the Director of Personnel. Similarly, a personnel record which is blocked can be re-opened only with the specific approval of the point which originally instituted the block.

6. Operational manuals covering detailed procedures to be utilized by Position Control Section and by Files Section were prepared. The manuals are used as aids in training new employees in the Sections and as reference sources.

7. In anticipation of the installation of the RCA-501 computer, the format of Form 1152, "Request for Personnel Action", and of Form 1150, "Notification of Personnel Action", was substantially revised. Under the new concept, the Form 1152 will contain only the data relative to the desired new assignment of the individual, and will omit that data pertaining to the assignment which is to be vacated. In order to assist the initiating offices in the use of the new Form 1152, detailed instructions for completion of the form were prepared, and have been incorporated in the proposed IIR [REDACTED] "Personnel Actions".

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8. In conjunction with Mobilization and Military Personnel Division, detailed procedures have been worked out for the processing of personnel actions on military personnel detailed to the Agency. The inception of these procedures, however, must await the installation of the computer system. Similarly, preliminary details have been worked out with Contract Personnel Division relative to the processing of personnel actions on certain types of contract employees.

9. A review was made of the records of all personnel folders of terminated employees stored at the CIA Records Center, and a "whieldex" card file was established to reflect, in alphabetical order, the specific box in which the terminated folder is located. With this type of index, the task of locating a given terminated folder has been eased.

10. The program of the procurement of official records of Federal employment of those [REDACTED] who had been extended accepted appointments was substantially completed.

11. At the request of THB, Machine Records Division prepared a roster of all personnel who were at the top step of their GS grade as of 31 March 1960 but did not have a projected due date for the first longevity step increase. This listing contained the names of 739 employees. The purpose of the roster was to identify those individuals for whom there should be established a longevity step increase due date. This project has reached about 50% completion.

12. A statistical recapitulation of major activities within the four Sections is attached.

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Program Plans for Fiscal Year 1961

1. Inception of the RCA-501 computer system for the maintenance of personnel data will require a significant change in the operating procedures of the Status Section. Revised procedures will be developed and installed to accommodate the changes. All program tapes (which control the automatic operation of the Programmatic Flexowriters) will be revised to accommodate the new format of the Form 1150, "Notification of Personnel Action". Currently required auxiliary equipment, such as tape-reading machines, by-product tape-punching machines, tape-to-card converter, and storage cabinets for status tapes, will become surplus and will be disposed of appropriately. Detailed procedures will be inaugurated for the preparation of Notification of Personnel Action for military details to the Agency, thereby rendering obsolete the use of Form 1556. Similarly, procedures will be instituted for the preparation of Notification of Personnel Action for selected types of Contract Employees.
2. It is anticipated that the Director of Personnel will approve the pending recommendation for the destruction of applicant card records considered to be obsolete. Upon receipt of such approval, a program will be initiated in the Files Section for the review of all applicant card records and the selection of those records (in accordance with established criteria) which have outlived their usefulness.
3. Documentation of salary increases as a result of the Federal Employees' Pay Act of 1960 will be accomplished. The Service Record Card of each employee affected will be annotated, and a document in lieu of a Notification of Personnel Action will be filed in the Official Personnel Folder of each employee affected.
4. A proposed Office of Personnel Memorandum on the subject of "Establishment of a Sensitive Personnel Folder" and "Re-Arrangement of Material in the Official Personnel Folder" is currently pending. Upon issuance of this OPM, a project will be initiated to establish the required sensitive personnel folders and to re-group those documents currently filed in the Official Personnel Folders in order to facilitate both reference by a user and future filing of additive material by the Files Section.
5. The system of maintaining a charge control of Official Personnel Folders on loan will be revised. In lieu of a central card index file of charge-out cards, the charge cards will be filed with the out-jacket in the place normally occupied by the Official Personnel Folder. Simultaneous with the conversion of the charge-out control procedure, all travel documents (and existing out-jackets) will be removed from the files of Official Personnel Folders, and a separate travel documents file will be established.
6. All terminated employee files for the year 1959 will be screened and forwarded to the CIA Records Center.

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Chief, Records and Services Division

3 August 1960

Chief, Statistical Reporting Branch

Annual Report, Fiscal Year 1960

I. Accomplishments and Progress, Fiscal Year 1960

A. Accomplishments

1. Recurring Reports

25X9 SHB prepared for distribution 695 recurring reports which were forwarded to [] organizational components or heads of career services during fiscal year 1960. The number of recurring reports decreased 13 from the previous fiscal year but this represents no actual decrease because of the temporary discontinuance of certain reports during the short time when ceilings were being maintained by career services. The recipients of the reports increased 409 or 21.3%, representing a greater utilization of reports published. (See Tab A)

2. Special Reports

One hundred forty-eight (148) special reports and tabulations were prepared during the year which represented an increase of 36.4% over the previous fiscal year. They fall generally into seven major categories.

- a. Statistics for Preparation of CESA's - SHB prepared for each career service, RCI, Audit, Management and General Counsel tables on changes in grades during calendar year 1959 through reassignments in and out, accessions, separations, promotions and demotions for use in preparing FY 1961 CESA's. In future these will be prepared on a regular basis.
- b. Promotion Studies - Numerous requests were received for special promotion studies by career service, by organization component and by directorate, by selected grades or groups, by occupational series, by time in grade prior to promotion and by single versus double grade jumps. These were in addition to the regular promotion studies published semi-annually.
- c. Grade Studies - In addition to the regular grade distribution reports and the tables showing comparison of career service staffing authorizations to on duty personnel

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by grade and head room for promotions, SRB prepared several studies of grades of positions versus on duty strength, and changes in grade structure by career service and by organization over given periods of time.

- d. **Separation Studies** - Special separation studies were made by reason for separation, by selected clerical groups, by steps in grade at which separations occurred and showing number of training courses taken by separatees in the clerical levels.
- e. **Projections of Agency Strength and Age** - SRB assisted G/FMS Staff in several projection studies of strength and age of GS-09 and above males through 1973 by career service in addition to regular month by month projections of Agency strength for FY 1960.
- f. **Comparison of Career Service Designated Positions and Descent Grades** - Numerous requests were received from heads of career services for comparisons of positions and incumbents showing differences in career service designations and in grades.
- g. **Reconciliation of Organizational and Career Service On Duty Strength** - In the early months of the fiscal year tables were prepared and distributed to heads of career services reconciling the career service and organizational strengths by type of employee under R [REDACTED]. These were discontinued, however, after ceilings reverted to organizational components.

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3. Graphics

- a. Prior to the discontinuance of its graphics shop, SRB prepared 17 new charts, 40 graphic presentations, updated 298 charts and graphs and completed 46 miscellaneous "works of art".
- b. These charts were used primarily for Office of Personnel briefings, graphic presentations, in support of SRB published statistics and by the DB/S.

B. Progress

1. During the year SRB has consistently reviewed the requirements levied on Machine Records Division in connection with the conversion of personnel accounting to the digital computer. Many of the original problems such as part-timers, cut-off dates and uniform method of posting actions have been eliminated. Reports have been consolidated and expanded to serve a greater number of purposes. Working with Management Staff, formats

have been planned which will provide additional desirable information on the Position Control Registers and standard forms have been devised which will serve multiple purposes.

2. The monthly report of military details was revised to show dollar amounts due and appropriations chargeable. The Office of the Comptroller reported that this revision has resulted in a saving of forty man hours a month in that office and has expedited by one month the payment to the Department of Defense.
3. SEB ran into security difficulties in trying to secure approval of a common serial number for employees regardless of status. This project has been dropped temporarily.

II. Program Plans for FY 1960

- A. Maximum Utilization of Computer - During the next fiscal year the digital computer will go into operation. After the initial phase of converting current recurring requirements to the computer, plans are being made to anticipate special requests by having a guest deal more basic information prepared on a regular monthly basis from which SEB can satisfy on the spot requests without the necessity for levying urgent demands on MFD. Such demands are time consuming, not only because of the programming required but because of the allocation of time to different users of the computer.
- B. Maximum Utilization of SEB Reports - Reports on grade distribution, promotions, separations, age, etc. are generally transmitted to the three deputy directors who do not, as a rule, transmit the information to the offices. Offices are generally unaware of the type of information available in Office of Personnel and are preparing much of the same information by laborious hand count. Because of security restrictions the over-all tables could not be distributed and clerical limitations made individual office tabulations an impossibility. With the advent of the computer, however, it is believed that office tabulations could be prepared and that an effort should be made to acquaint offices with the type of information regularly prepared in the Office of Personnel.
- C. Discontinuance of Hand Posting and Coding - During fiscal year 1960 SEB will discontinue hand posting of all personnel actions and rely upon the computer for weekly strength reports. Plans also call for the discontinuance of coding military detail, staff agent, and US contract personnel actions in SEB. These will be processed through regular channels. There are still a number of problems to be solved on military details because of the time lag between MFD and slotting and the necessity for having the correct appropriation number.

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III. General Objective for Fiscal Year 1962

Hope springs eternal that historical records will someday be converted to tape and information made readily accessible, that office personnel will stabilize and recurring reports will become less time consuming so that SRB can do more truly statistical studies of a broader nature than have been possible this year.

- IV. Statistical Breakdown of Man-Hours worked by the branch during FY 1960 is attached (Tab B). The large number of hours spent in training was due to six new employees during the year.**

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Attachments:

Tab A - Recurring and Special Reports 1960
Tab B - Stat Breakdown of Man-Hours FY 1960
OP/RSD/SRB/ [REDACTED] ps (3 August 1960)

Distribution:

- 0 & 1 - Addressee**
- 1 - SRB Chrono**

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